

# **Pre-Bid Meeting Minutes**

**October 5, 2015, 1:00pm**

**Cherokee County Long-Arm Mowing**

**Contract ID: DN-11534152**

**Bid Opening: October 13, 2015**

## **Preparation and Submission of Bids**

1. Submit the entire proposal document. Do not separate the bid form from the proposal document. Do not add or delete any contract language or line items.
2. Bidders are responsible to attend any scheduled mandatory pre-bid meeting.
3. Write in ink. No white out, strike through changes and initial.
4. Include unit price and amount bid price for every line item. Unit prices will be used if there is a mathematical error. Bid prices shall be rounded off to no more than 4 decimal places.

## **Job Specific Information**

- Bid Opening Date and Location – All bids now opened in Div 14 Office in Sylva
  - **Tuesday, October 13, 2015, 2:00 pm**
- Start Date & Completion Date
  - **October 27, 2015-Contract Availability Date**
  - **April 22, 2016-Contract Completion Date**
- Necessary Level of Traffic Control
- Contractor is responsible for all utility locations
- Discussion of Hourly Mowing Bid item

- Discussion of Fuel Price Adjustment
  - September 2015 Current OPIS Average Base Price (B): \$1.4789
- No Separate payment for mobilization
- Equipment requirements, specifications, min. # of tractors
- Measurement and Payment
  - Unit of Measure: Shoulder Mile & Hourly
  - Review of Vicinity Map, Work Location,
  - Review of Typical Section, Limits of Work
- Shadow Vehicle discussion
  - Required Signage
  - Required lighting per each vehicle
  - No separate payment for this vehicle, incidental to operation
- Contract is subject to availability of funds.
- Reviewed line items, estimated quantities, unit of measurements
- Execution of Contract, Debarment Certifications, Non-Collusion Affidavit

Addendum #1:

Proposal language indicates Flaggers to be paid at an (hourly) rate. Bid form states man/day (MD). I recommend that the proposal indicate man/day (MD)

Addendum #2:

Flaggers will be required while mowing route NC 141. Flaggers will be required while mowing US 64 between SR1548 (Old US 64) and Clay County.